

Affirmative Action/Equal Opportunity Policy Statement

It is the policy of the City of Waterville to develop and promote equal opportunity in contracts, cooperative agreements, grants, personnel practices, and programs and services provided. No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such programs because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, status as a veteran of the Vietnam Era or disabled veteran, physical/mental handicap, political affiliation or belief, genetic information, whistleblower activity, or previous assertion of a claim or right under the Maine Workers' Compensation Act, unless such discrimination is based on a bona fide occupational qualification. Occupational qualifications shall be bona fide job requirements. Affirmative action will be taken to make sure employees and applicants for employment and applicants for service are treated without regard to these characteristics. In carrying out this policy the City will ensure that:

- Persons are recruited, hired, trained and promoted without regard to race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, status as a veteran of the Vietnam Era or disabled veteran, physical/mental handicap, political affiliation or belief, genetic information, whistleblower activity, or previous assertion of a claim or right under the Maine Workers' Compensation Act. Employment decisions are made in accordance with principles of equal employment opportunity by using only strictly job-related requirements.
- Personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, and training programs are administered without regard to race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, status as a veteran of the Vietnam Era or disabled veteran, physical/mental handicap, political affiliation or belief, whistleblower activity, or previous assertion of a claim or right under the Maine Workers' Compensation Act.
- Services provided by all departments of the City of Waterville will be provided without regard to race, color, religion, sex, marital status, national origin, ancestry, age, status as a veteran of the Vietnam Era or disabled veteran, physical/mental handicap, political affiliation or belief.

Reasonable accommodations will be made for any qualified individual, applicant or employee, in accordance with the provisions of the Maine Human Rights Act and the Americans with Disabilities Act.

This policy shall not be construed to prohibit any employment activity or policy which is required by federal law, rule or executive order.

If you believe your rights have been violated under the provisions of this policy, please contact the Human Resources Officer. You may also contact the U.S. Equal Employment Opportunity Commission (EEOC) 1801 L Street, N.W. Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000.